

# Standard Mail (A)

## Enhanced Carrier Route—Nonautomation Letters

Related QSGs: 010, 012, 050, 750    Nonprofit: 670

# 642

Quick Service  
Guide

**Eligibility Overview (E630)** Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within letter-size processing category. Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

| Rates and Fees (R600) | Regular | Nonprofit |
|-----------------------|---------|-----------|
| Basic                 | \$0.150 | \$0.087   |
| High Density          | 0.142   | 0.081     |
| Saturation            | 0.133   | 0.075     |

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit.

**Addressing (A930, A950)** Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate.  
Carrier route information updated using CASS-certified process within 90 days before mailing date.

**Characteristics and Content (C050, C600)** Maximum weight: less than 16 ounces.  
Dimensions:  
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.  
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

**Deposit (D600)** Mailing entered at an acceptance point designated by USPS.

**Mail Preparation and Sortation (M620)** Marking on each qualifying piece:  
■ Regular: "Bulk Rate" (or "Blk. Rt.").  
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").  
Basic, High Density, and Saturation rate pieces must also be marked "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013, or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in mailing and must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P600.  
Documentation:  
■ Postage statement:  
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.  
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.  
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).  
■ Additional documentation to support density standards (M050).  
Basic rate mail must be in line-of-travel (LOT) sequence (M050.3.4) or may be in walk sequence.  
High Density (WSH) and Saturation (WSS) rate mail must be in walk sequence (M050).  
Tray label (Line 2): "STD LTRS" and "ECRLOT," "ECRWSH," "ECRWSS," or "CR-RTS," as applicable.  
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

**Postage and Payment Methods (P600)** Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.  
Additional standards apply to mailings of nonidentical-weight pieces.

**Special Services (S900)** May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Packaging and Traying Sequence

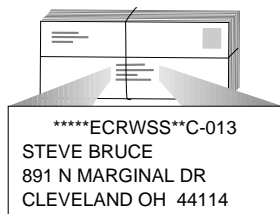
## Package Preparation

Saturation<sup>1</sup>

**Packages:** 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops at saturation coverage. Mail must be presented in walk-sequence order (M050) and meet saturation standards.

**Labels:** Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

**Rate:** Saturation

High Density<sup>2</sup>

**Packages:** 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays). Mail must be presented in walk-sequence order (M050) and meet density standards.

**Labels:** Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

**Rate:** High Density



## Basic

**Packages:** 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays). Mail must be presented in line-of-travel or walk sequence (M050).

**Labels:** Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

**Rate:** Basic

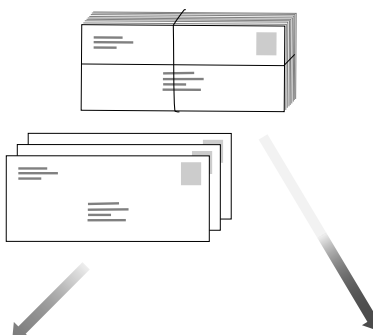
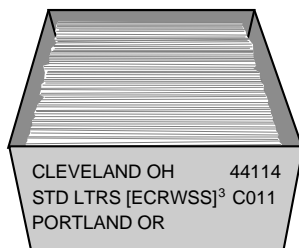


## Tray Preparation

## Carrier Route Tray

**Trays:** Full trays only for pieces to same carrier route; smaller quantities not permitted; packaging not required.

**Labels:** Use 5-digit destination for Line 1. For Line 2, use "STD LTRS ECRWSS,"<sup>3</sup> and carrier route type and number.



## 5-Digit Carrier Routes Tray

**Trays:** No minimum number of carrier route packages for same 5-digit area. Separator cards (in full trays) or packaging material may be used to separate carrier route groups.

**Labels:** Use 5-digit destination for Line 1. For Line 2, use "STD LTRS CR-RTS."



<sup>1</sup>Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E630.2)).

<sup>2</sup>125-piece minimum per route.

<sup>3</sup>Use "ECRWSS" for Saturation, "ECRWSH" for High Density, and "ECRLOT" for Basic.